

JENNIFER WALES M.I.T.I. A.I.L.
Technical Translator

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CURRICULUM VITAE

Education

- 1965 Purley County Grammar School for Girls
8 GCE passes at Ordinary Level: Biology, English Language, English Literature,
French, Geography, German, History, Mathematics
- 1967 Purley County Grammar School for Girls
2 GCE passes at Ordinary Level: Spanish, Russian
3 GCE passes at Advanced Level: English, French, German
- 1974 Polytechnic of Central London (*Now University of Westminster*)
Course leading to Intermediate Examination of the Institute of Linguists
- 1975 Polytechnic of Central London (*Now University of Westminster*)
Course on Technical Translation

Professional Qualifications

- 1974 A.I.L. Associate of the Institute of Linguists
1987 M.I.T.I. Member of the Institute of Translation and Interpreting

Employment

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| 1967-1971 | Clerk/Translator | Haseltine, Lake & Co.
(<i>Chartered Patent Attorneys</i>) |
| 1971-1975 | Clerk/Translator | Kilburn & Strobe
(<i>Chartered Patent Attorneys</i>) |
| 1976 | Secretary/Translator | Confidential Only
(<i>Secretarial & Translation Agency</i>) |
| 1977 | Secretary | Square Grip (London) Limited
(<i>Steel manufacturers</i>) |
| 1977-1979 | Clerk/Translator | International Patents & Legal Department,
AMP of Great Britain Limited
(<i>Electrical and electronics manufacturers</i>) |
| 1979 to date | Free-lance translator specialising in patents | |

ATTACHMENT A

Background

When I left Grammar School in 1967 I went to work for a firm of Patent Attorneys - Haseltine, Lake & Co. - in London, where part of my job was the translation of correspondence and documents relating to the legal and technical work of the firm. I gained valuable experience and knowledge of patent law, both in this country and abroad, and the varied technical fields with which they worked.

After four years I moved to a more senior job with another firm of Patent Attorneys - Kilburn & Strode - where I continued to translate as part of my duties.

I became more and more interested in translating as a profession and, whilst working for Kilburn & Strode, I attended evening courses at the Polytechnic of Central London (now the University of Westminster). One course related specifically to technical translation from German into English, and the other led to the Intermediate examination of the Institute of Linguists in German. I passed the Intermediate examination in 1974, with distinction in the written papers, and in 1975 I was elected an Associate of the Institute, which entitles me to use the initials A.I.L. (Associate of the Institute of Linguists) after my name.

Between 1975 and 1977 I was not fully employed due to domestic commitments, but continued to gain experience in jobs nearer home.

During the two years in which I worked in the International Patents and Legal Department of a multinational electronics company, AMP of Great Britain Limited, translation was again part of my duties, and I was able to extend my knowledge and experience in both the legal and technical fields.

When I left work to get married in 1979 I was asked by two previous employers to continue translating for them, which I was pleased to do on a free-lance basis. Progressively I began to receive work from other sources, either as a result of personal contact or recommendation from existing clients. I continue to do so today, and I have never advertised for work.

In March 1982 I obtained a professional indemnity insurance at Lloyds. I have continued to obtain cover annually, and there have been no claims on the policies.

In 1986 I became a founder member of the newly-formed Institute of Translation and Interpreting. I was later granted full membership, entitling me to use the initials M.I.T.I. after my name.

My membership of the two professional Institutes gives me access to expertise and information as well as reference material in many languages and subjects. In particular, my membership of the Institute of Translation & Interpreting offers potential clients an indication of the standard of work they are entitled to expect in the knowledge that I am bound by the Institute's professional code of practice. This has proved a valuable source of contacts, leading to good working relationships with a number of clients.